

Yanagi Glass Co., Ltd
x-x-x Yoyogi, Shibuya-ku
Tokyo, Japan 123-5500
Phone: (81)3-xxxx-xxxx / Fax: (81)3-xxxx-xxxx

August 1, 2013

Folks Motors
6 Dundas Street West #5266
Toronto, ON
M5G 1Z3, Canada

Dear Ms. Becker,

We would like to inform you that our office will be closed for a summer holiday from Tuesday the 13th of August to Thursday the 15th of August.

You will not be able to reach us during the holiday.

We will resume business as usual from Friday the 16th of August.

We are sorry for the inconvenience this may cause you. Thank you for your understanding and cooperation.

Sincerely,

Machiko Hattori

Machiko Hattori
Yanagi Glass Co., Ltd